

CITY OF HOLLISTER

ASSISTANT CITY MANAGER

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

SUMMARY DESCRIPTION

Under general administrative direction, provides assistance and support to the City Manager including analyzing and implementing policies and procedures, assisting in the preparation of the budget, and responding to and resolving public inquiries and complaints; oversees intergovernmental relations in the areas of service delivery and legislative issues; coordinates the release of media and public information; and provides responsible staff assistance to the City Manager, City Council, and department heads.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Provide assistance and support to the City Manager; analyze and implement policies and procedures; assist in the preparation of the budget; respond to and resolve public inquiries and complaints.
2. Perform as the City's Public Information Officer (PIO) and will Coordinate the release of media and public information; maintain contact with various media relations; update media on City or community issues.
3. Develop programs and activities to attract and retain businesses for the City; negotiate and develop business agreements; assist new businesses with development process; provide information on City policies and procedures.
4. Supervise and perform evaluations, along with the City Manager, the work of lower level support staff; act as City Manager in City Manager's absence.
5. Review and analyze legislation for impact on the City; work with legislators to develop or influence legislation; recommend revisions to proposed legislation.
6. Oversees and participates in the development and administration of the budget for assigned functional areas; approves the forecast of funds needed for staffing, equipment, materials, and supplies; approves expenditures and implement budgetary adjustments as appropriate and necessary.
7. Participates in the preparation, coordination, and presentation of the City's annual budget, capital improvement budget, and internal fiscal control measures; participates in the development and presentation of financial forecasts and historical information including reviewing expenditures and revenues.
8. Oversee labor relation activities; confer with union representative on labor issues; participate in decisions affecting personnel policies; advise departments on matters related to collective bargaining.
9. Serve as project manager for a variety of special projects; facilitate project activities and resolve problems; develop and submit project reports to the City Manager.
10. Serve as staff and liaison for a variety of boards and commissions; provide responsible staff support to the City Manager.
11. Represent the City's interests and positions before legislative and rule-making authorities at all levels of government; recommend policies and procedures.

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Assistant City Manager (*Continued*)

12. Maintain communication with other jurisdiction officials to coordinate regional issues and represent the City; serve as liaison with department heads, City Council, City Manager, and other external agencies.
13. Establishes, within City policy, appropriate service and staffing levels for assigned functions; monitors and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocates resources accordingly.
14. Assesses and monitors workload, administrative and support systems, and internal reporting relationships for assigned areas of responsibility; identifies opportunities for improvement; direct and implement changes.
15. Performs Department Head training; plans, directs, and coordinates, through management level staff, the work plan for assigned functions; assigns projects and programmatic areas of responsibility; provides direction and supervision on key projects; reviews and evaluates work methods and procedures; meets with key staff to identify and resolve problems.
16. Participates in the development of City goals, objectives, policies, and priorities; participates in program implementation; incorporates community input into goals and objectives for the City for the City Manager's and City Council's approval; develops new policies in consultation with the City Manager; confers with Department Directors and employees regarding significant policy and procedural changes.
17. Performs or assists other departments with Grant Writing.
18. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Operations, services and activities of a municipality.
Advanced principles and practices of public administration and Local government administration.
Principles and practices of municipal budget preparation.
Principles and practices of labor relations and negotiation.
Principles and practices of program development and administration.
Government, Council, and Local and State legislative processes.
Office procedures, methods, and equipment including computers and applicable software applications.
Business letter writing and report preparation techniques.
Principles of effective public relations and interrelationships with community groups and agencies, the private sector, and other levels of government.
Principles of supervision, training, and performance evaluation.
Methods and techniques for goal setting and program evaluation.
Rules and regulations governing public meetings.
Pertinent federal, state, and local laws, codes, and ordinances.
Federal and State Grant writing.
Principles and practices of the Public Information Officer.

Ability to:

Interpret and apply City policies, procedures, laws, and regulations relating to assigned activities.
Provide effective leadership and coordinate the activities of municipal organization.
Independently perform the most difficult administrative support services.
Provide responsible assistance to the City Manager.

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Assistant City Manager (*Continued*)

Select, supervise, train, and evaluate staff.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Exercise sound, independent judgment within general policy guidelines.

Research, analyze, and evaluate assigned service delivery methods and techniques.

Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibility.

Negotiate and resolve sensitive labor relation issues.

Attract and retain new businesses for the City.

Research, analyze, and evaluate new service delivery methods and techniques.

Interpret and apply federal, state, and local policies, laws and regulations.

Operate office equipment including computers and supporting software applications.

Prepare clear and concise administrative and financial reports.

Prepare and administer large and complex budgets.

Deal constructively with conflict and develop consensus.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in public administration, business administration, or a related field. A Master's degree is desirable.

Experience:

Five years of progressively responsible administrative and analytical experience in a public sector setting.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver's license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Standard office setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents.

Hearing: Hear in the normal audio range with or without correction.